



participating in and supporting the parade. Subsequent changes are announced at parade briefings/practices. Immediately prior to the parade, military training leaders (MTLs) and first sergeants will inspect their personnel insuring dress and personal appearance standards are met. Appropriate action will be taken if individuals fail to comply with these standards.

7.4.1.3. (Added) On the date of the ceremony, the post times are as follows:

7.4.1.3.1. (Added) The American flag bearers must be in place surrounding the parade field no later than 35 minutes prior to Adjutant's Call.

7.4.1.3.2. (Added) All participating units will be on the ready line no earlier than 25 minutes and no later than 15 minutes prior to Adjutant's Call. Except for the colors, color escort mass and the state flag mass, commanders will not march their troops in front of the ready line when positioning on the parade field. Colors and escort mass will take position on the east side of the parade field. The state flag mass will position on the final line.

7.4.1.3.3. (Added) The commander of troops (COT), group commanders and their staffs will position on their markers ten minutes prior to Adjutant's Call.

7.4.1.3.4. (Added) The colors (with escort mass) will move out seven minutes prior to Adjutant's Call to position on the final line. The music support mass will play appropriate music.

★ 7.4.2.1. (Added) Each mass consists of a six or eight element front and is eight elements deep. Smaller units, e.g., the Marine Corps and Navy masses, may participate with a formation reduced to a front of three and any depth down to six. Adjust staff positions accordingly.

7.4.2.2. (Added) Four groups will participate with four squadrons each, for a total of sixteen squadrons.

7.4.4.1. (Added) The 81st Training Wing commander or designee appoints the COT, alternate COT, group commanders and their respective staffs. If the primary COT, or any of his/her staff, cannot perform their duties, the designated alternate performs in the applicable position. The 81 TRSS/TSM notifies alternates.

★ 7.4.4.2. (Added) Each parade, depending upon the type (standard, all enlisted or student), consists of the following:

**Standard Parade:**

<i>Position</i>	<i>Rank</i>	<i>Number</i>
Commander of Troops	O-5/O-6	1
Staff Officer	O-4/O-5	1
Adjutant	O-1/O-3	1
Group Commander	O-4/O-5	4
Group Staff Officer	O-1/O-3	4
Group Adjutant	O-1/O-3	4
Mass Commander	O-1/O-4	17
Flight Commander	O-1/O-3	32
Guidon Bearer	E-2/E-6 Perm Party	17
Flight Guide	Enlisted	32
First Sergeant	E-7/E-9	16
Flight Sergeant*	Enlisted	32
Color Guard	Enlisted	As required

**All Enlisted Parade:**

<i>Position</i>	<i>Rank</i>	<i>Number</i>
Commander of Troops	E-9	1
Staff Officer	E-4/E-8	1
Adjutant	E-1/E-5	1
Group Commander	E-8/E-9	4
Group Staff Officer	E-4/E-8	4
Group Adjutant	E-1/E-5	4
Mass Commander	E-7/E-9	17
Flight Commander	E-5/E-7	32
Guidon Bearer	E-2/E-6	17
Flight Guide	E-1/E-4	32
First Sergeant*	E-7/E-9	16
Flight Sergeant	E-5/E-7	32
Color Guard	E-1/E-7	As required

\*Personnel selected for this position may be any permanent party senior NCO.

**Student Parade:**

<i>Position</i>	<i>Aiguillete Color</i>	<i>Number</i>
Commander of Troops	Red	1
Staff Officer	Yellow/Green	1
Adjutant	Green	1
Group Commander	Red	4
Group Staff Officer	Yellow/Green	4
Group Adjutant	Green	4
Mass Commander	Yellow/Green	17
Flight Commander	Green	32
Guidon Bearer	Black	17
Flight Guide	Green	32
First Sergeant	Yellow/Green	16
Flight Sergeant	Green	32
Color Guard	Black	As required

7.4.4.3. (Added) Participation in a parade is not considered a detail. Those personnel normally excused from details are considered eligible for participation.

7.4.7.1. (Added) Conduct briefings/practices for guidon bearers and flight commanders prior to parade practices. Also conduct a combined briefing for COT, group commanders and mass commanders. Specify date, time and place of briefing/practices in Wing Parade Notice.

7.4.7.2. (Added) Conduct parade practices prior to the ceremony. Specify date, time and place of practice and those required to attend in the Wing Parade Notice. All participating units must provide a six or eight person front and an eight person right flank for shadow mass practices, except for the state flag mass. Smaller masses should provide fronts and right flanks of appropriate size.

7.4.8.1. (Added) Uniform requirements are listed in the Wing Parade Notice.

7.4.10. (Added) **Responsibilities.**

7.4.10.1. (Added) **Wing Protocol (81 TRW/CCP) will:**

7.4.10.1.1. (Added) Prepare a guest list and take action to invite and notify guests.

7.4.10.1.2. (Added) Determine if any awards/retirements are pending that would be appropriate for presentation. Notify 81 TRSS/TSM five working days prior to ceremony if presentations are to be made.

7.4.10.1.3. (Added) Notify the Security Forces Operations Flight Commander/Superintendent not later than 1200 the day prior to the parade ceremony if reserved parking is required.

7.4.10.1.4. (Added) Prepare presentations for award/retirement personnel and any special squadron awards.

7.4.10.1.5. (Added) Establish the seating diagram for the reviewing stand. It must indicate reserved positions for the staff and invited guests and unreserved seats for other spectators.

7.4.10.1.6. (Added) Brief and supervise ushers.

7.4.10.1.7. (Added) Promptly notify invited guests and award/retirement personnel if ceremony is canceled.

7.4.10.1.8. (Added) Deliver reviewing party flag(s) to 81 TRSS/TSM one day prior to the ceremony.

7.4.10.2. (Added) **Military Training Support Flight (81 TRSS/TSM) will:**

7.4.10.2.1. (Added) Provide a qualified permanent party parade supervisor to coordinate parade personnel training, ceremony scripts and other logistic operations.

7.4.10.2.2. (Added) Provide a qualified permanent party narrator to make appropriate announcements and read applicable citations presented during ceremonies.

7.4.10.2.3. (Added) Secure an alternate location for conducting ceremonies indoors when applicable.

7.4.10.3. (Added) **81st Services Division will:**

★ 7.4.10.3.1. (Added) Provide a four-person unit as Color Guard, one person as the general's flag bearer and one person as the POW/MIA flag bearer for each parade. Other flag bearers may be needed for additional flags on a nonrecurring basis. Coordinate joint service Color Guard, if requested. (81 SVS/SVMMG)

★ 7.4.10.3.2. (Added) Ensure a sufficient number of dining facilities are open to feed parade participants no later than 2½ hours prior to the Adjutant's Call on the date of the parade. (81 SVS/SVMF)

7.4.10.4. (Added) **81st Communications Squadron will:**

7.4.10.4.1. (Added) Publish notification of revised dining facility hall hours in the Keesler Bulletin no later than four working days prior to the parade date upon receipt of notice from 81 TRSS/TSM. (81 CS/SCSP)

7.4.10.4.2. (Added) Provide a public address system for parade and alternate ceremony location as required. (81 CS/SCMG)

7.4.10.4.3. (Added) Ensure the system to be used is operational one hour prior to Adjutant's Call on the parade date. (81 CS/SCMG)

7.4.10.4.4. (Added) Provide a qualified repairman to remain on duty throughout the ceremony to make public address system repairs as needed. (81 CS/SCMG)

7.4.10.4.5. (Added) Provide a portable radio to coordinate flyovers as required. (81 CS/SCMG)

7.4.10.5. (Added) **The 81st Mission Support Squadron will** ensure appropriate award elements and/or citations are provided to Protocol (81 TRW/CCP) four days prior to parade date, advance notification permitting. (81 MSS/DPMPE)

7.4.10.6. (Added) **81st Civil Engineer Squadron will:**

★ 7.4.10.6.1. (Added) Maintain bleachers and review stands used in parades and ceremonies in serviceable condition.

7.4.10.6.2. (Added) Ensure trash collection trucks do not operate on or near the parade area one hour prior until one hour after adjutant's call on the date of the parade.

7.4.10.6.3. (Added) Maintain primary review stand as required.

7.4.10.6.4. (Added) Maintain parade grounds to include mowing no more than 24 hours prior to Adjutant's Call on the parade date.

7.4.10.6.5. (Added) Ensure parade grounds are free of pests (ants, mosquitoes, gnats).

7.4.10.6.6. (Added) Maintain parade grounds lighting.

7.4.10.7. (Added) **The 81st Security Forces Squadron will** block off and monitor reserved parking areas.

7.4.10.8. (Added) **The 81st Transportation Squadron will** provide one 1½ ton truck for transport of chairs to the parade grounds area prior to and immediately after the ceremony. The parade supervisor (81 TRSS/TSM) coordinates on times and location.

7.4.10.9. (Added) **81st Medical Group will:**

★ 7.4.10.9.1. (Added) Provide one ambulance and one bus with appropriate technicians during the parade for individuals who fall out of formation. Ambulances must be in place one half hour prior to Adjutant's Call. (81 MDOS/SGOE)

★ 7.4.10.9.2. (Added) Ensure individuals who fall out of formation are appropriately treated and identified. Non-prior service (NPS) airmen treated on site will be turned over to a detailed military training leader (MTL) for return to the individual's squadron area after parade troops have cleared the field. Give names and squadrons of NPS airmen treated in the Emergency Room to the appropriate MTL. (81 MDOS/SGOE)

7.4.10.10. (Added) **Public Affairs will:**

7.4.10.10.1. (Added) Coordinate with local news media on items having possible community interest.

7.4.10.10.2. (Added) Coordinate with the Photo Lab and/or Wall Studio for photographic and/or video coverage no less than five working days prior to the ceremony (81 CS/SCUV).

7.4.10.10.3. (Added) Coordinate with a military band to provide musical support for the event.

7.4.10.10.4. (Added) Publicize event in Keesler News and Commander's Access Channel when possible.

7.4.10.11. (Added) **The Wing Commander's Executive Officer (81 TRW/CCE) will** notify 81 TRSS/TSM when the 81st Training Wing Commander cancels a parade.

7.4.10.12. (Added) **The Command Post will** take prompt action to implement notification of all personnel through the Keesler Alert Net when notified by 81 TRSS/TSM that the wing commander has canceled the parade. Confirm cancellation by return call to 81 TRSS/TSM.

★ 7.4.10.13. (Added) **The 81st Operations Support Flight (81 OSF) will:**

★ 7.4.10.13.1. (Added) Maintain weather surveillance for weather conditions which may preclude conducting the parade. (81 OSFW)

★ 7.4.10.13.2. (Added) Prepare and present a weather briefing at the 81 TRW staff briefing prior to the parade. Contents of briefing will focus on weather conditions during the parade. (81 OSFW)

★ 7.4.10.13.3. (Added) Upon receipt of a call from the Command Post, provide a weather forecast to Command Post and 81 TRSS/TSM of conditions expected during the parade no later than 2½ hours prior to Adjutant's Call on the day of the parade. Relay changes or amendments of the forecast directly to the Command Post. (81 OSFW)

★ 7.4.10.13.4. (Added) Ensure quiet hours are maintained for a period of 90 minutes, beginning 15 minutes prior to Adjutant's Call. (81 OSFAM)

★ 7.23.1. Reveille is at 0530.

★ 7.25.1. The tasked Military Training Flight is responsible for raising the flag at the 81st Training Support Facility (TSF) (Bldg 7310) every duty day. Three airmen from the tasked organization will be utilized to raise the flag.

7.26.1. Retreat is at 1630.

★ 7.26.4. (Added) A retreat ceremony is conducted every duty day at the TSF flagpole. The 81 TRSS/TSM designates the scheduled 81st Training Group participants by letter.

7.26.4.1. (Added) The scheduled squadron will provide one MTL and four airmen for the flag security detail to lower the flag. They will also provide two airmen to block the sidewalk in front of the flagpole.

★ 7.26.4.2. (Added) Every Wednesday a formal retreat ceremony is conducted. Two flights participate from the scheduled training squadron. Each flight is a 4 x 8 formation and may be comprised of NPS airmen and NCOs (student or permanent party). The 81 TRSS/TSM must approve deviations in mass size and must be notified at least one duty day prior to the formal retreat ceremony. The participating squadron provides one commander of troops and flight commanders for both flights.

★ 7.26.4.2.1. (Added) Participating squadrons will provide a minimum of three road/sidewalk guards to block the retreat area during the ceremony, and to block intersections while troops march in and out of the area. Road guards will face the flag and salute during the National Anthem or To the Colors.

7.26.4.2.2. (Added) In the event of inclement weather, 81 TRSS/TSM will determine if troop participation should be canceled no later than 1500. They will notify all participants.

7.26.4.3. (Added) Units desiring a formal retreat ceremony in the Triangle for retirements, awards or other special occasions must request this no less than 30 days prior to the event with 81 TRSS/TSM.

7.27.5. 81 TRSS/TSM coordinates with the Command Post for playing the National Anthem over the base public address system.

RAY T. GARZA, Colonel, USAF  
Vice Commander  
81st Training Wing